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Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020067-7

12 September 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report --
Week Ending 12 September 1975

25X1A 1. House Select Committee: Miss Emily Sheketoff of the House Select Committee visited the Office of Personnel at 1 p.m. on 11 September to ask certain questions concerning the activities of the Retirement Counseling and Employee Assistance Branch of Retirement Affairs Division. At the meeting with Miss Sheketoff and D/Pers were Mr. [redacted] of Retirement Affairs Division. A more detailed report will be submitted shortly through normal channels.

2. Cost Reduction -- CIA a Leader: The Agency appears to have a fine record in the President's efforts to encourage constructive ideas and streamlined operations to cope with the problems of inflation and recession. As previously reported, 16 CIA employees have qualified for letters from President Ford as a result of having adopted suggestions or achievements of at least \$5,000. Total savings to the U. S. Government from our suggestion and achievement cases as of the end of the fiscal year amounted to \$1,793,583. Mr. Richard P. Brengel, Director, Office of Incentive Systems, CSC, reports this is an impressive record because of the total number of Government-wide requests for Presidential letters -- 75 letters, for a total savings of approximately \$3,300,000. Mr. Brengel would like to list CIA in the CSC Annual Report to Incentive Awards personnel throughout Government in a small section under "Million Dollar Club." We would be listed among agencies who had achievements during FY 1975 which gained savings of one million dollars or more. Twelve agencies qualify and we are ninth on the list. The Office of Security has no objections as this same data was furnished in the Agency's annual report to the CSC. (Part of this paragraph might be used for the Black Book.)

25X1A 3. Trip to Puerto Rico: We have been advised by [redacted] that he is most anxious to make a trip to Puerto Rico to lay the groundwork for the recruitment of hispanic persons. Then the normal recruitment mechanism would take over. He plans to discuss this with the

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Puerto Rican Delegate to the U. S. Congress to get his advice and counsel. Mr. [] Deputy Legislative Counsel, has been alerted, and we understand will raise the issue at a DCI morning meeting. (Possible Black Book item.)

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4. Comparability Study: Contacts were made with classification representatives of the Defense Intelligence Agency, Office of the Secretary of Commerce, and the National Institutes of Health concerning their respective EEO programs and the scope, structure and grade levels of positions established to manage them.

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5. Personnel Officer on the Management Advisory Group: Ms. [] met with the DDA, ADDA and the Deputy Executive Secretary concerning her recent appointment to the Management Advisory Group.

6. Notice: We completed the first draft of a Headquarters Notice on Restoration of Forfeited Annual Leave.

7. First Military Reserve Meeting: Members of the Agency's military reserve unit attended their first meeting for the 1975-76 training year on Monday, 8 September.

8. Reservist Honored: Captain [] a member of the Agency's Army Reserve Unit, was awarded the Commandant's Award for being number one out of a class of 78 at the Combat Operation Specialist Course at Hurlburt Field, Florida during the period 18-29 August 1975.

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9. Hire the Handicapped: Miss [] of Staff Personnel Division is scheduled to meet with Mr. Clay Boyd, the Civil Service Program Director, on 17 September to discuss our Handicapped Affirmative Action Plan. Mr. Boyd replaced Mr. Bob Werner with whom we worked very closely in developing our program. There are still some points which we need to discuss (coding, handicapped employee committee, and a training seminar) to bring us up to date on some of our objectives.

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10. Problem with Advertisement: We recently ran an authorized, open ad for the Office of Research and Development for Signal Processing Research applicants in the New York Times and in the Los Angeles Times. While the response was very large and most encouraging in terms of identifying prospective candidates, a problem with a minority publication has developed. We received a bill for \$405 from the Black Viewpoint this week, a minority publication based in Los Angeles. Apparently, that paper copied the ad from

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the Los Angeles Times, ran it and billed us. A check with ORD officials verified that neither that office nor OP authorized the placement of the ad. We are looking into the matter further. (Previously reported at 8:30 meeting.)

11. Track Closed: The running track was closed at 9 p.m. on 10 September and will remain closed until 7 a.m. on 15 September due to necessary electrical work being done in the area of the track.

Coming Events:

1. Next Monday, 15 September, a guest speaker from the Department of Defense will discuss the role and employment of the reserve forces at the weekly Military Reserve Meeting at 1745 in Room GA-13, Headquarters.

2. The Annual Awards Ceremony will be held in the auditorium at 10:30 a.m. on 18 September. Memoranda have been prepared to send to the 40 employees who will receive their certificates from the Director at this ceremony.

3. The Position Management and Compensation Division orientation course is scheduled for the week of 15-19 September 1975.

4. Our Skills Session on 17 September will spotlight the Federal Women's Program and the status of women in the Agency.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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